

Tool 10: Sample Activity Log

Note: Tailor your activity log to the types of activities recommended by the customer group to address your priority outcomes. This sample is based on the outcomes and activities presented in Tools 5 and 6. You will want to include any other activity data that is routinely required by the department or school, such as arrest data. This sample log is a weekly log. If the SRO takes good notes throughout the month, monthly logs are also acceptable.

School _____ SRO: _____ For ___ / ___ / ___ through ___ / ___ / ___

Presentations by SRO

| Topic | Number of Presentations | Grade and Number of Students Who Attended | Number of Staff Who Attended | Number of Parents Who Attended |
|-------------------|-------------------------|---|------------------------------|--------------------------------|
| Fighting | | | | |
| Bullying | | | | |
| Drug consequences | | | | |
| Theft prevention | | | | |
| Gangs | | | | |
| | | | | |

Material Dissemination by SRO (e.g., flyers, e-mails, newsletter article, TV spot)

| Topic | Type (e-mail, flyer, etc.) | Target Audience | Number Disseminated |
|-------------------|----------------------------|-----------------|---------------------|
| Fighting | | | |
| Bullying | | | |
| Drug consequences | | | |
| Theft prevention | | | |
| Gangs | | | |
| | | | |

School Programs

| Program | Event | Number of Students Participating | Number of Staff Participated | Outcome or Notes |
|-------------------------|-------|----------------------------------|------------------------------|------------------|
| Varsity Patrol | | | | |
| Problem-solving project | | | | |
| | | | | |

Administrative Duties

| Topic | Monday | Tuesday ¹ | Wednesday | Thursday | Friday | Totals |
|---------------------------------|--------|----------------------|-----------|----------|--------|--------|
| (Time Spent or Number of Times) | | | | | | |
| Office hours | | | | | | |
| Patrol halls | | | | | | |
| Patrol boys' restrooms | | | | | | |
| Patrol parking lot | | | | | | |
| Patrol locker rooms | | | | | | |
| School Safety Committee meeting | | | | | | |
| Anti-gang meeting | | | | | | |
| Other meeting: | | | | | | |
| | | | | | | |

Conferences with Students or Parents

| Topic | Number of Conferences | Number of Students Participated | Number of Parents Participated | Involved Mediation (Yes or No) | Referral (Yes or No) |
|---------------|-----------------------|---------------------------------|--------------------------------|--------------------------------|----------------------|
| Fighting | | | | | |
| Bullying | | | | | |
| Selling Drugs | | | | | |
| Using Drugs | | | | | |
| Theft | | | | | |
| | | | | | |

Notes:

Arrests/Other Reports

| Enforcement Activity | Offense Description and Number | Total Number |
|----------------------|--------------------------------|--------------|
| Calls for service | | |
| Crime reports | | |
| Arrests | | |
| Warrant attempts | | |
| Searches | | |
| Weapons recovery | | |
| | | |

Additional details or comments about activities or events that may impact SRO role or safety outcomes:

Tool 10: Sample Activity Log

Sample Log

School: Apple Valley High School

SRO: Officer Dan Smith For 01/03/05 through 01/07/05

Presentations by SRO

| Topic | Number of Presentations | Grade and Number of Students Who Attended | Number of Staff Who Attended | Number of Parents Who Attended |
|-------------------|-------------------------|---|------------------------------|--------------------------------|
| Fighting | 1 | 10th grade 35 students | 1 teacher | |
| Bullying | | | | |
| Drug consequences | | | | |
| Theft prevention | | | | |
| Gangs | 1 | | 12 teachers | |
| | | | | |

Material Dissemination by SRO (e.g., flyers, e-mails, newsletter article, TV spot)

| Topic | Type (e-mail, flyer, etc.) | Target Audience | Number Disseminated |
|-------------------|---|---|--------------------------|
| Fighting | | | |
| Bullying | | | |
| Drug consequences | Poster | All students | 1 at parking lot exit |
| Theft prevention | | | |
| Gangs | Brochure on symptoms of gang membership/e-mail with photographs of gang symbols | Teachers at faculty meeting/all teachers with a school e-mail account | 12 brochures/ 50 e-mails |
| | | | |

School Programs

| Program | Event | Number of Students Participating | Number of Staff Participated | Outcome or Notes |
|-------------------------|--------------|----------------------------------|------------------------------|--|
| Varsity Patrol | Patrol halls | 10 | | 2 students each day during class change—split school in half |
| Problem-solving project | | | | |
| | | | | |

Administrative Duties

| Topic | Monday | Tuesday | Wednesday | Thursday | Friday | Totals |
|---------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|------------------------------|
| (Time Spent or Number of Times) | | | | | | |
| Office hours | 2 hours | 2 hours | 2 hours | 2 hours | 1.5 hours | 9.5 hours |
| Patrol halls | Class changes (5 times) | Class changes (5 times) | Class changes (3 times) | Class changes (4 times) | Class changes (5 times) | Average = 4.4 times each day |
| Patrol boys' restrooms | Once | Once | Twice | Once | Twice | Average = 1.4 times each day |
| Patrol parking lot | Once | Once | Once | Once | Once | Once daily |
| Patrol locker rooms | | | | | | |
| School Safety Committee meeting | | | | | | |
| Anti-gang meeting | | | | | | |
| Other meeting: | | | | | | |

Conferences with Students or Parents

| Topic | Number of Conferences | Number of Students Participated | Number of Parents Participated | Involved Mediation (Yes or No) | Referral (Yes or No) |
|---------------|-----------------------|---------------------------------|--------------------------------|--|----------------------|
| Fighting | 5 | 4 | 3 | Yes: 2 mediations with 2 students each | No |
| Bullying | 1 | 2 | | Yes: bullying victim and bully | No |
| Selling Drugs | | | | | |
| Using Drugs | 2 | 1 | 1 | No | Yes |
| Theft | | | | | |
| | | | | | |

Notes: A separate conference was held with the student and the student's mother about the student's use of marijuana in the student parking lot. The student was counseled on the legal and health consequences of marijuana use and on the impact on families. The mother was provided with a substance abuse referral and also provided with information about the health consequences of marijuana use and impact on families. The officer who transported the student to juvenile lock-up shared with me some details offered by the student on the source of the drugs. I continue to follow-up on this tip.

Arrests/Other Reports

| Enforcement Activity | Offense Description and Number | Total Number |
|--------------------------|--------------------------------|--------------|
| Calls for service | | |
| Crime reports | Thefts, 2 Drug use, 1 | 3 |
| Arrests | Drug use, 1 | 1 |
| Warrant attempts | | |
| Searches | | |
| Weapons recovery | | |
| | | |

Additional details or comments about activities or events that may impact SRO role or safety outcomes: